

Employee

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Introduction

Introduction

1. Employee Master window is used to maintain the employee details.
2. The Employee master is used to maintain the all data about the employees , It includes User details, Location Details, Personal Details, Bank Account Details.

Tab

Tab

Employee

The screenshot displays the KCONNECT ANALYTICS Employee management interface. The top navigation bar includes the logo, a search bar, and user information. The left sidebar shows a list of favourites and recent items. The main content area is titled 'Employee' and shows a search for 'Employee: 1000003 Ranjith'. A dropdown menu is open, listing various business transactions. The main form includes fields for Client, Organization, Search Key, Name, and Description. Below these are tabs for Customer Information, Contact (User), Location, Bank Account, Personal Information, Education, Experience, and Training.

Critical Fields :

1. Search Key : Used to maintain the employee code and unique id number.(Use characters and numbers)
2. Group : We can mention the Employee Group(Group is an another master window) (Do not change the Group after the transactions)
3. Name : We can create Employee Name.(Ex : Ranjith Pvt.Ltd)

Critical & onetime setup fields :

Non-Critical Fields :

1. Operator Check Box : When we select this check box this Employee Name will shown in Production queue.

2. Sales Representative : We can use the Employee as a Sales Representative when select this check box.
3. Payment Term : We can select payment term from the payment term master.
4. Payment Rule : This is used to select the payment type.(Ex : Cash, Check , On Credit)
5. Price List : We can select the Price list type from the price list master.(Ex : Purchase, Sales)
6. Delivery Rule : We can select the delivery rule from the list.(After Receipt , Availability, Manual)
7. Delivery Via : We can select the Delivery Type from the list .(Pick Up, Shipper, Delivery)

Zoom condition's :

1. We can find the transactions by using this Employee.(EX : Purchase Order,Material Receipt,Salas Order,Salary Structure, Leave Status, Loans and Advances, etc..)

Customization :

Tab

Contact (User)

The screenshot shows the 'Contact (User)' form in the KCONNECT ANALYTICS application. The form is for 'Employee: 1000003 Name 1'. The 'Data requested' section shows the following fields: Client (Kconnect Demo), Employee Name (Ranjith Pvt. Ltd), Name (Name 1), Description, Comments, Active checkbox, Email Address (name@gamil.com), Greeting, Title, Phone (9875436746), Fax, Position, Email Verify, Password, Partner Location (Coimbatore), Birthday (06/04/2019), 2nd Phone, Notification Type (Email+Notice), Full BP Access checkbox, and Verification Info. A dropdown menu is open showing various document types: Invoice (Customer) (#8), Invoice Payment Schedule (#2), Material Receipt (#10), My Sales Order (#6), Project (#1), Project (Lines/Issues) (#1), Purchase Order (#6), Quotation (#1), Sales Order (#5), and Shipment (Customer) (#2).

Critical Fields

1. Name : We should maintain the contact user name for that employee. (Ex : Name)
2. Birthday : It is used to maintain the Birthday Date.(Ex : 06/04/2019)

Critical & onetime setup fields

Non-Critical Fields

1. Email Address : It is used to maintain the Email Id for this user.(Ex : **Name1@gmail.com**)
2. Email User Password : This is used to maintain the Password for the mail ID.
3. Partner Location : Used to maintain the Partner location. (To create location refer location Master)
4. Supervisor : This field is used to maintain the supervisor of the particular Employee.(This name is also created in Employee window)

5. Phone : Used to maintain the user contact Number.

Zoom condition's

1. We can check the transactions by using this contact user.(Ex : Purchase Order,Sales Order,Material Receipt,Invoices,..)

Validation

1. Save : Used to Save the Record.
2. Delete : Used To Delete the Saved Records.

Tab

Location

The screenshot displays the KCONNECT ANALYTICS web application interface. The top navigation bar includes the logo, a search bar, and user information (Prasanth P@Kconnect Demo, Kconnect Demo Admin). The main menu on the left shows 'Favourites' and 'Recent Items'. The central area is titled 'Employee: 1000003 Name 1' and contains a 'Location' form. The form has several sections: 'Client' (Kconnect Demo), 'Organization' (Manufacturing Discrete), 'Employee Name' (Name 1), and 'Name'. The 'Name' section is highlighted with a red box and contains a modal window with the following fields: Country (India), State (TamilNadu), City (Coimbatore), Address 1 (Door no 22), Address 2 (xyz street), Address 3 (Near vgs garden), Address 4 (Coimbatore), Postal Code (645124515), Latitude, and Longitude. There are 'Map' and 'Get Lat/Long' buttons at the bottom of the modal. The form also includes 'Phone' and '2nd Phone' fields. The bottom of the form has a green checkmark and a red X button.

Critical Fields

1. Name : This Field is used maintain the location Name.(Ex : Location 1)

Critical & onetime setup fields

Non-Critical Fields

1. Country : We can select the country name from the list.(Ex : India)
2. State : We can select the state name from the list .(Ex : Tamil Nadu)
3. City : We can select the city name from the list.(Ex : Coimbatore)
4. Address Fields : Used to maintain the address of the location.
5. Postal Code : Used to give postal number.

Zoom condition's

1. We can zoom and check the transactions by using this partner locations.(Ex :
Invoice,Subcontract Receipt,..)

Validation

1. Save : Used to save the record.
2. Delete : Used to delete the existing record .

Tab

Bank Account

The screenshot displays the 'Bank Account' form within the Konnect Analytics application. The form is titled 'Employee > Bank Account' and shows the following fields and values:

- Client:** Konnect Demo
- Organization:** Manufacturing Discrete
- Employee Name:** Name 1
- User/Contact:** Name1
- Active:** ☒
- Bank:** State Bank_-1
- Account No:** 3455 4898 4932 4389
- Account Usage:** Both
- Bank Account Type:** Current Account (selected from a dropdown menu)

The dropdown menu for Bank Account Type shows the following options: Card, Cash, Checking, Current Account (highlighted), Fixed Deposit Account, OD, and Recurring Deposit Account.

Critical Fields

1. Bank : We should select the bank name from the bank master.(Ex : State Bank)

Critical & onetime setup fields

Non-Critical Fields

1. User/Contact : We select the user contact name from the contact user tab.(Ex : Name 1)
2. Account No : Used to maintain the Bank Account Number.
3. Bank Account Type : Used to select the Account type like Card,Cash,Checking,Current Account,Fixed Deposit ,OD,Recurring Deposit Account,Salary Account, Savings.
4. Account Usage : Used to maintain the usage like Direct Debit,Direct Deposit,Both,None.

Zoom condition's

Validation

1. Save : Used To Save the record .
2. Delete : Used to Delete the Existing record .

Tab

Personal Information

The screenshot shows the 'Personal Information' tab for an employee in the Konnect Analytics system. The form is divided into two main columns. The left column contains fields for Client (Konnect Demo), Employee Name (Name 1), Date of Birth (31/03/1997), Blood Group (A+), Languages Known (Tamil, English), Aadharcard Number (43454777678879768), Driving License, Passport Number, Department (Accounts), Position (Accountant), Employee Source, Payment Type (Bank), and Date of Joining (01/04/2020). The right column contains fields for Organization (Manufacturing Discrete), UAN, Gender (Male), Marital Status (Single), Pancard Number, ESI, PF Number (534488998967), Active checkbox, Contract, Employee Category, Shift, and Date of Relieving (31/12/2030). A dropdown menu for Marital Status is open, showing options: Divorced, Married, Single (highlighted), and Widowed. The top navigation bar includes links for Feedback, Profile, Preference, Change Role, and Log Out. The left sidebar shows Favourites and Recent Items sections.

Critical Fields

1. Date of Joining : It is used to maintain the joining date of this particular Employee.

Critical & onetime setup fields

Non-Critical Fields

1. Blood Group : Used to mention the Blood Group of the Employee.(Ex : A+,B+,AB+,O-,...)
2. Gender : Used to mention the Gender (Ex : Male,Female,TransGender).
3. Marital Status : Used To mention their marital status(Ex :
Single,Married,Divorced,Widowed)
4. Department : Used to maintain the Employee working department.(Ex : Accounts, Refer

Department Master)

5. Position : Used to maintain the Employee Position in that particular department (Ex : Accountant, Refer Position Master)
6. Wedding Date : Used To mention their Wedding date (While choosing martial status as Married wedding date popup will appear)
7. Father Name : Used to mention the Fathers's name
8. Mother Name : Used to mention the Mother's Name
9. Spouse Name : Used to mention the Wife or Husband Name.
10. Languages Known : Used to maintain the language known details
11. UAN Number : Used to Maintain the PF UAN Number
12. Aadharcard Number : Used Maintain the Employee Aadharcard Number.
13. PF Number : used to maintain the PF Number
14. ESI : Used to maintain the ESI Number
15. Pancard Number : Used to maintain the Pancard Number to the employee
16. Driving License : Used to maintain the employee driving license number
17. Passport Number : Used to maintain the Passport number
18. Probation Period : This Date field is used to give the probation date
19. Date Of Relieving : Field is used to mention the Relieving Date
20. Date Confirm : Used to maintain the employee confirmation date
21. Complete Plan : Used to maintain the plan completion date.

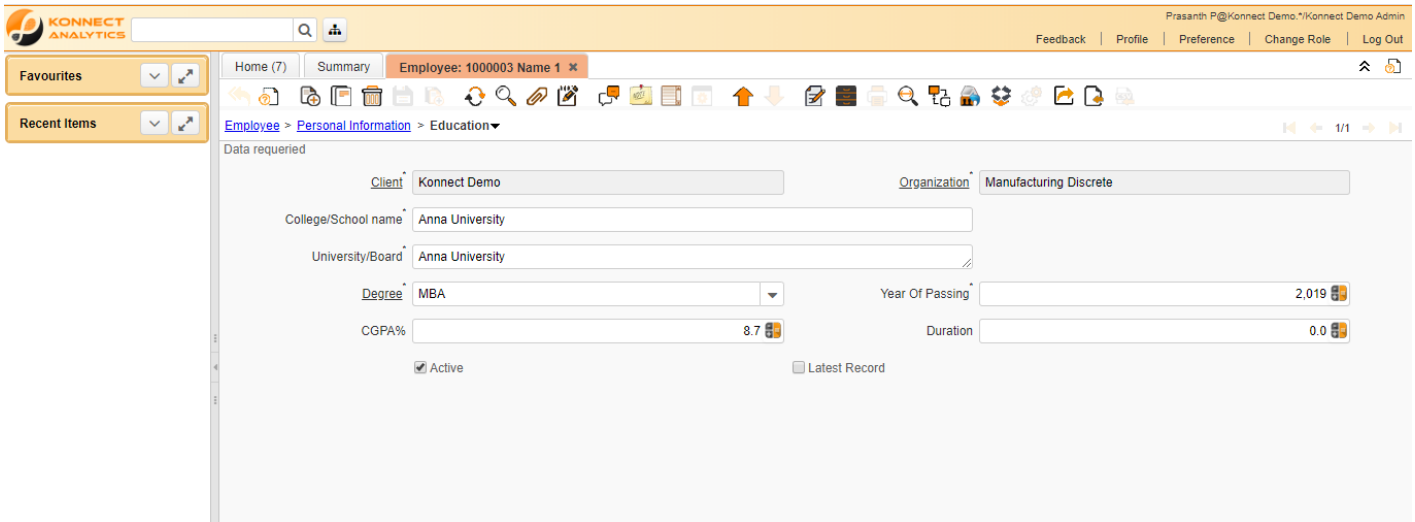
Zoom condition's

Validation

1. Save : used to save the record.
2. Delete : used to delete the records.

Tab

Education



The screenshot shows the 'Education' form in the Konnect Analytics application. The interface includes a top navigation bar with the Konnect Analytics logo, a search bar, and user information (Prasanth P@Konnect Demo.*Konnect Demo Admin). Below the navigation bar is a sidebar with 'Favourites' and 'Recent Items' sections. The main content area displays the 'Education' form for 'Employee: 1000003 Name 1'. The form fields are as follows:

Field	Value
Client	Konnect Demo
Organization	Manufacturing Discrete
College/School name	Anna University
University/Board	Anna University
Degree	MBA
Year Of Passing	2,019
CGPA%	8.7
Duration	0.0
Active	<input checked="" type="checkbox"/>
Latest Record	<input type="checkbox"/>

Critical Fields

1. College/School Name: Used to mention the college name . (Ex : Anna University)
2. University/Board : Used to mention the University name .(Ex : Anna University)
3. Degree : Used to mention the Degree.(Ex : MBA , Refer Degree Master Window)

Critical & onetime setup fields

Non-Critical Fields

1. Year Of Passing : Used To mention the passed out year.
2. CGPA % : Used to mention the Percentage.

Zoom condition's

Validation

1. Save : Used to save the record
2. Delete : Used to delete the record.

Tab

Experience

The screenshot shows the 'Experience' tab in the Konnect Analytics system. The form is titled 'Employee: 1000003 Name 1'. It contains the following fields:

- Client:** Konnect Demo
- Organization:** Manufacturing Discrete
- Employer Name:** Info Pvt.Ltd
- Location:** Coimbatore
- Designation:** Accountant
- Gross Salary:** 20,000.0
- Job Description:** (Empty field)
- Reason For Leaving:** Company Location Changed.
- From Date:** 01/02/2019 12:00:00 PM
- To Date:** 01/02/2020 12:00:00 PM
- Active:** ☒
- Latest Record:** ☐

Critical Fields

1. Employer Name : Used to maintain the previous Employer Name of the Employee.
2. Reason For Leaving : Used To mention the Relieving Reasons.
3. From Date : Employee Joining date in that Company.
4. To Date: Employee Relieving Date from that company.

Critical & onetime setup fields

Non-Critical Fields

1. Designation : Used to mention Employee Designation in that previous company.
2. Gross Salary : Used to mention Previous Salary of the Employee.

Zoom condition's

Validation

1. Save : Used to save the document
2. Delete : Used to delete the Records.

Tab

Training

The screenshot shows the 'KONNECT ANALYTICS' web application interface. The top navigation bar includes a search bar, user profile 'Prasanth P@Konnnect Demo', and links for 'Feedback', 'Profile', 'Preference', 'Change Role', and 'Log Out'. A left sidebar contains 'Favourites' and 'Recent Items' sections. The main content area displays the 'Employee: 1000003 Name 1' record, with tabs for 'Home (7)', 'Summary', and 'Training'. The 'Training' tab is active, showing a 'Record saved' message. The form fields include: 'Client' (Konnnect Demo), 'Organization' (Manufacturing Discrete), 'Institution Name' (Techno Institute), 'Description' (empty text area), 'From Date' (01/10/2018), 'To Date' (31/12/2018), and an 'Active' checkbox which is checked.

Critical Fields

1. Institution Name : We Can fill the Training Institution name.
2. From Date : Training Starting date.
3. To Date : Training End date.

Critical & onetime setup fields

Non-Critical Fields

Zoom condition's

Validation

Validation

Validation

Validations

Save :

Used to save the document.

Delete :

Used to delete the records.

Video